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CHAPTER 1

GENERAL INFORMATION

1. Purpose. This manual is intended to supplement reference (a) and provide specific Navy travel policies and procedures and the passenger transportation infrastructure which is an integral part of the Defense Transportation System (DTS).

2. Scope. This manual applies to the official travel of all Navy-sponsored travelers, i.e., all personnel whose travel is funded by Navy to include groups and units.

3. Policy. Navy must maintain a viable passenger transportation system capable of providing on a best value basis safe, secure, reliable and quality travel services that support effectively all Navy travel requirements worldwide in peacetime, wartime and during contingency situations.

4. Authority and Responsibility

a. Chief of Naval Operations. The Chief of Naval Operations (CNO) (N41) is responsible for administering the Navy program for worldwide movement of Navy-sponsored passengers as stated in reference (b). CNO (N413B) will establish Navy-wide policy guidelines and procedures on passenger transportation and manage the program. In addition to those responsibilities listed in reference (b) that apply to management of Navy passenger transportation, CNO (N413B) is responsible for:

(1) Determining the method of contracting for official travel services and oversight of the competitive procurement of these services and provide contractor oversight.

(2) Managing the procurement, distribution, accountability, and proper use of controlled passenger transportation documents.

(3) Approving exceptions to travel policy for use of Air Mobility Command (AMC) airlift service.

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(4) Providing guidance concerning entitlements to travel allowances, and resolve controversial matters relating to the utilization and procurement of transportation facilities.

b. Fleet Commanders

(1) Ensure there are sufficient NAVPTOs to integrate with the Defense Transportation System to provide effective and responsive support of Navy's peacetime and wartime requirements. See paragraph 5 below for guidance.

(2) Ensure proper implementation and execution of Navy passenger transportation policies and procedures.

(3) Maintain the ability to support Navy critical and unique missions in connection with fleet support.

(4) Coordinate and/or perform periodic inspections of NAVPTOs in compliance with applicable directives.

(5) Interface and coordinate with CNO (N413B), as required, on passenger transportation policies, procedures, and programs.

c. Navy Passenger Transportation Office (NAVPTO). See chapter 101, paragraph C10 of reference (a). The transportation officer (TO) of the NAVPTO is responsible for implementing DoD/Navy passenger transportation policy and the overall traffic management program within an assigned geographic region, managing the NAVPTO and the performance of the Commercial Travel Office (CTO) to ensure that efficient, responsive and best value travel services are provided, and providing technical advice and guidance as required. NAVPTOs are listed in appendix A and a typical NAVPTO organization is shown in appendix B of this chapter. The following specific additional responsibilities and authorities apply.

(1) Support Navy contingency and mobilization requirements.

(2) Monitor contractor performance in the capacity of alternate contracting officer representative (ACOR) when contracted commercial travel offices (CTOs) complement their

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network and implement the Navy's Quality Assurance Plan related to these contracts.

(3) Perform passenger transportation bill reconciliation functions under the government charge card company's central billed accounts.

(4) Interface with the Defense Transportation System as specified in reference (a).

(5) Arrange group travel and international travel on AMC government airlift.

(6) Grant extensions of time limits for travel under paragraph U5130-B2 and U5130-B3 of reference (c).

d. PCPs. PCPs are designated in remote overseas locations to assist NAVPTOs in providing responsive transportation services to Navy travelers and units. PCPs may arrange international and transoceanic passenger transportation, determine the availability or non-availability of government air and issue related port calls. Overseas PCPs are not authorized to arrange any segment of international or transoceanic travel originating in Continental United States (CONUS). These arrangements will be referred to the supporting NAVPTO. PCPs and their cognizant commands are listed in appendix C of this chapter.

5. Organization

a. The Navy's passenger transportation infrastructure for providing travel services in support of worldwide operational mission requirements is built around the NAVPTOs. NAVPTOs are full service regional travel offices, equipped with the latest state-of-the-art airline computer reservation equipment, complemented by a CTO under contract, having direct access to the AMC for arranging government air and possessing the traffic management expertise and capabilities to effectively and responsively support Navy's peacetime and contingency travel requirements. Because of the regional responsibilities and authorities assigned to NAVPTOs, they shall be headed by an appointed TO physically located at the NAVPTO. Civilian TOs will be in the classification standard for the Traffic Management

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Series, GS-2130. The authority to approve the establishment of a NAVPTO rests with CNO (N413B).

b. NAVPTOs should be located at major bases where there are large concentrations of Navy-sponsored travelers and activities and there is a need for traffic management expertise and passenger travel services. A NAVPTO has regional responsibilities providing complete passenger transportation support and travel services, technical oversight and support services for all Navy command/activities, to include ships, within their assigned region. NAVPTO's are complemented by contracted CTOs who perform travel arrangement functions and provide related reporting and financial services. See chapter 2, paragraph 6.

c. The Pay/Personnel Administration Support System (PASS) is responsible for providing military pay and personnel services and passenger transportation services to all Navy-sponsored travelers. See OPNAVINST 1000.23B. Accordingly, NAVPTOs are normally a part of the PASS organization. Even though NAVPTOs are normally located within the PASS, they may be designated outside of the PASS when a requirement exists in a location where there is no element of PASS or the requirement is so unique and necessary as to justify an exception.

d. NAVPTO core functions, i.e., those functions which must be performed by in-house resources, include performing and supervising the technical and analytical tasks related to planning, developing, and executing traffic and travel policies and procedures. In this regard, Navy must develop and nurture traffic management and related technical expertise necessary to:

- (1) Take full advantage of technology so as to enhance operating effectiveness and reduce costs.
- (2) Perform key traffic management tasks.
- (3) Monitor and evaluate contractor performance.
- (4) Ensure responsiveness to mission requirements.